

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**D.C. Office of Personnel**

This bulletin should be filed behind  
the divider for part III of DPM  
Chapter(s) 4 & 19

## **District Personnel Manual Issuance System**

**DPM Bulletin No. 4-17 & 19-1**

**SUBJECT:** Granting of a Variation to § 1903.1 of Chapter 19  
of the D.C. personnel regulations, Incentive Awards

**Date:** March 15, 2004

Section 401.1 of Chapter 4 of the D.C. personnel regulations, Organization for Personnel Management, authorizes the Director of Personnel to grant a variation from the strict letter of the regulations if such variation is within the spirit of the regulations and the efficiency of the District government; and the integrity of the Career, Legal, Excepted, Management Supervisory, or Executive Services is being protected and promoted.

Section 401.3 of the regulations specifies that whenever a variation is granted, the Director of Personnel shall publish a statement in the District Personnel Manual (or any other procedural manual developed) showing the particular practical difficulty or hardship involved; the variation being permitted, the difference from the requirements of the regulations, and to whom it applies; the specific circumstances which protect or promote the efficiency of the District government and the integrity of a particular Service or Services; and the steps that will be taken to limit the application of the variation only to the duration of the conditions that gave rise to it.

**Pursuant to § 401.1 of the regulations, the Acting Director of Personnel hereby grants a variation to § 1903.1 of Chapter 19 of the D.C. personnel regulations, Incentive Awards.** Section 1903.1 of the regulations provides that a monetary award pursuant to Chapter 19 of the regulations shall be paid only once in a fifty-two week (52-week) period.

In accordance with the provisions of § 401.3 of the regulations, the following information is provided with respect to this variation:

1. The District government experienced budget pressures in 2003 that resulted in a “freeze” on the payment of monetary awards for rating period 2001 – 2002 in agencies under the personnel authority of the Mayor. Toward the end of 2003 some of the budget pressures eased and the freeze was lifted. Subordinate agencies were then authorized to grant monetary awards for high performance for rating period 2001 – 2002. Actual payment of most monetary awards occurred toward the end of fiscal year 2003.
2. It has been the practice of the District government to grant performance-based monetary awards soon after the end of the applicable rating period. However, the freeze described above has resulted in a compounded delay in the granting of monetary awards.

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*Note: DPM Bulletins that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3]*

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**Distribution:** Heads of Departments and Agencies, HR Advisors and DPM Subscribers

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3. Pursuant to the current language of § 1903.1 of the regulations, subordinate agencies are prohibited from granting monetary awards for rating period 2002 – 2003 before the end of the fifty-two week (52-week) period specified therein. The variation being granted will allow subordinate agencies to recognize high performance for rating period 2002 – 2003 by granting monetary awards to employees for that period before the end of the fifty-two week (52-week) period specified in § 1903.1 of the regulations, thus allowing for the system to get “back on track.”
4. The variation being permitted applies to employees covered under the Performance Evaluation System (PES) who received a rating of “Excellent” or “Outstanding” under the PES for rating period 2002 – 2003; and employees under the Performance Management Program (PMP) who received a rating of “Exceeds Expectations” or “Significantly Exceeds Expectations” under the PMP for rating period 2002 – 2003.
5. Along with other amendments to Chapter 19 of the regulations, the D.C. Office of Personnel will amend § 1903.1 within the next few weeks. The amended Chapter 19 rules, when adopted, will eliminate the need to grant a variation as the one subject to this bulletin in the future.

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